FINANCIAL SECRETARIAT

G.O. No. Fl. (R). 480-580—B. & T. 4-53-2, dated 16th June 1953.

FROM

The Secretary to the Government of Mysore,
Finance Department.

To

All Drawing Officers including Gazetted Officers drawing their own bills, *Bangalore.*

SIR,

Subject:—**Changes in Treasury Arrangements in Bangalore.**

With reference to the undermentioned communications on the above subject, the following supplementary instructions are issued for guidance :—

1. Government Order No. Fl. (R) 272-373/B. & T. 4-53-1, dated the 4th June 1953.
2. Accountant General's Circular letter No 2/T.M., dated the 9th June 1953.

(i) The bills presented at the State Huzur Treasury for payment authorisation should be merely signed by the drawing officers concerned. Acknowledgments for receipt of money and endorsements for payment to messengers should be furnished only after the bills are received back from the treasury with payment order. As the furnishing of acknowledgments and endorsements at the time the bills are sent to the treasury may give scope to malpractices, bills containing acknowledgments will not be received at the treasury.

(ii) The drawing officers will present their bills for audit and payment authorisation at the State Huzur Treasury along with their register of bills drawn on the treasury. The treasury will acknowledge the receipt of the bills in the registers themselves by impressing a number by a numbering machine against each bill. No separate token will be issued. For taking delivery of the bills, the registers should again be presented at the treasury when the amounts authorised for payment will be indicated in the registers, against each bill under the attestation of the Treasury Officer. The messengers taking delivery of the bills should sign in the register kept at the treasury in acknowledgment thereof.

In the case of Gazetted Officers and Drawing Officers of Central Departments who do not maintain registers of bills drawn on the treasury, the acknowledgments for the bills will be furnished in the form of printed slips with the numbers of the bills imprinted thereon. These slips should be returned at the time of taking delivery of the bills. All Gazetted Officers are requested to enclose two specimens of their signature each, in two separate slips, with their salary bill for June 1953 presented at the State Huzur Treasury.

(iii) Provided there is no rush of work, the Audited Bills will be delivered at the State Huzur Treasury on the day following the date of receipt during working hours. In the case of monthly pay bills, bills received five days before will be delivered on the last two working days. The passed bills for June 1953 payable in July 1953 will be delivered from the 29th of June 1953.

Gazetted Officers who wish to obtain payment of their bills through the local Banks may endorse the bills themselves in favour of their Bankers either before or after audit.

(iv) Officers drawing cheques on the Reserve Bank are requested to advise all payees that they must present their cheques at the Reserve Bank after getting the payees' (or messengers') signatures duly identified by some Government Officer drawing bills on the State Huzur Treasury or cheques on the Reserve Bank. This will obviate inconvenience to the payees or the messengers, arising at the Reserve Bank for want of identification. This identification should be furnished as under:—

Signature of the Payee (or messenger).

Identified by me.

Signature of the attesting officer with date.

Designation.

(v) Officers drawing cheques on Banks or treasuries or both at Bangalore should on *1st July 1953* furnish to the Reserve Bank a list of cheques drawn prior to 1st July 1953 but outstanding payment on that date. The list should show the cheque number and date and the amount where practicable. Information of cheques cashed in June 1953 should be obtained from the Banks or Treasuries or both expeditiously for this purpose. The lists of cheques may be drawn up in two parts as under:—

PART I: List of cheques outstanding uncashed on (say) 20th June 1953.
PART II: List of cheques drawn from 20th June 1953 to 30th June 1953.

Information of Stopped Cheques, if any, should also be furnished in the statement.

(vi) Gazetted Officers drawing their salary and allowances by departmental cheques at the Reserve Bank are requested to forward two specimens of their signatures duly countersigned by the Treasury Officer, State Huzur Treasury, to the Reserve Bank on or before the 20th June 1953, for reference.

Yours faithfully,

M. SHAMANNA,
Secretary to Government,
Finance Department.

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